

**Application No. H15 - \_\_\_\_\_**

**Condition(s) of Approval:**

**SHADED AREA BELOW FOR STAFF USE ONLY**

*Application H15-* \_\_\_\_\_

*Certificate of No Effect* \_\_\_\_\_

*Date Received* \_\_\_\_\_ **2015**

*Certificate of Appropriateness* \_\_\_\_\_

*Fee Collected \$* \_\_\_\_\_

*PBd or ZBA Approvals Required?* \_\_\_\_\_

**Property Address** : \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

**Historic District:** \_\_\_\_\_

**Redevelopment Plan Area (If Applicable):** \_\_\_\_\_

***Applicant Information***

**Print Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Relationship to Owner:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I am the applicant proposing the work referenced herein.  
The information herein is correct and complete to the best  
of my knowledge.**

**Signature:** \_\_\_\_\_

***Landowner Information***

**Print Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I, the owner of the application property, being familiar  
with the work proposed, I give my permission for same.  
The information entered is correct and complete to the  
best of my knowledge.**

**Signature:** \_\_\_\_\_

***Existing Use (circle one)***

**-Residential- -Commercial- -Mixed- -other-**

**Number of Dwelling Units:** \_\_\_\_\_

**Detailed Description of Use:** \_\_\_\_\_

***Proposed Use (circle one)***

**-Residential- -Commercial- -Mixed- -other-**

**Number of Dwelling Units:** \_\_\_\_\_

**Detailed Description of Proposed Use:** \_\_\_\_\_

**Historic Preservation Investment Tax Credits**

If you plan to take advantage of the Federal Income Tax Credit Program, please contact the Historic Preservation Office of New Jersey at (609) 984-0140 before you begin any work. You may contact them for more information.

***Please indicate if an application for grant funding or other government sponsored financing is proposed/approved for this project:***

**Agency/Source:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Pending** \_\_\_\_\_

**Work to be covered by grant or other government financing:**

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### *Work Description*

**1. Circle all items that describe the work you are proposing**

**Exterior:**    ~~-cleaning-~~ ~~-repainting-~~ ~~-repair facade-~~ ~~-painting-~~ ~~-replace missing architectural elements-~~    ~~- replace door-~~  
~~-repair/replace sidewalk-~~ ~~-replace windows-~~ ~~-repair windows-~~ ~~-rebuild to original profile-~~    ~~-front yard-~~  
~~-replace fencing/railing-~~ ~~-electrical-~~ ~~-repair/replace roof-~~ ~~-building addition-~~    ~~-deck-~~ ~~-fire-escape-~~  
~~-rooftop appurtenances-~~ ~~-awnings-~~

**Interior:**      -carpentry-   -plumbing-   -heating-   -electrical-   -kit/bath renovations-   -entranceway change-

**2. Write a detailed description of all proposed work below (attach more sheets if necessary) Please Print:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Application Instructions

### When an Application to the Historic Preservation Commission is required

Any development, construction, alteration, rehabilitation or repair of any sign, building or property within the four designated Historic Districts of the City or a landmark building, requires the owner of the property to first secure a Certificate of No Effect (CoNE) or a Certificate of Appropriateness (CoA) from the Jersey City Historic Preservation Commission (HPC), whether or not a construction permit is required.

### You are applying to receive either a Certificate of No Effect or a Certificate of Appropriateness

These Certificates are obtained by submitting this completed application, descriptive materials, and fee to the Historic Preservation Officer (HPO) at the Division of City Planning, located at 30 Montgomery Street, Suite 1400, Fourteenth Floor, Jersey City, NJ, 07302. Hours: 9:00am - 4:30pm Phone #: (201) 547-5010 FAX # (201) 547-4323

All applications will be reviewed by the HPO who may issue a CoNE if the proposed work is for minor alteration or ordinary maintenance repair and will not effect the historic character of the property. If the proposed work would substantially alter the existing character of the property, the HPO may refer the application to the HPC. The HPO shall refer all applications for new construction, alterations, relocation or demolition to the HPC for hearing. If approved by the HPC, a CoA will be issued.

A completed application, 13 sets of descriptive materials, fee, and escrow deposit with signed agreement form, if applicable, must be submitted to the Division of City Planning at least two weeks (14 days) prior to the hearing date.

The HPC meets once per month, on the 2<sup>nd</sup> or 3<sup>rd</sup> Monday (unless otherwise noted on the official calendar), at 6:30pm in the Council Chambers of City Hall, 280 Grove Street, Jersey City, NJ. An official calendar of the annual meetings may be obtained from the HPO.

### Standards and guidelines which must be followed (copies available at the Division of City Planning)

The Land Development Ordinance of the City of Jersey City outlines the HPC application process and contains the zoning standards for development in the Historic District. The Ordinance also contains *Historic Preservation Design Guidelines* and other guidelines to assist the public in applying to for historic approvals and to enunciate Commission policy.

### Descriptive Materials required to be submitted with this application

- Appropriate sketches and/or signed architectural drawings
- \* Color and materials samples and manufacturer specifications of all materials to be used including catalog sheets, sample paint chips, etc.
- \* A current color photograph of the existing building facade showing details
- \* 1938 Tax Assessor's photo, if applicable and not already on file (generally available at the Tax Assessor's Office, City Hall)

Historic Preservation Commission Applications	Non-Refundable
<b>CERTIFICATE OF NO EFFECT</b>	
Residential	
Interior Work Only	\$10 per affected unit to a maximum of \$60.00
Exterior Work Only or Interior and Exterior work filed concurrently	\$20 per dwelling unit to a maximum of \$750
Sidewalk repair/replacement when not filed concurrently with other work	\$20 per dwelling unit to a Maximum of \$60
Non-Residential	
With Principal Building	\$40 per 1,000 square feet GFA or part thereof
Without Principal Building	\$40 per 1,000 square feet of lot area or part thereof
Unlit interior window sign ONLY	\$40.00
Sidewalk repair/replacement when not filed concurrently with other work	\$40 for first 25 linear feet of frontage, additional \$20 for each 25 feet of frontage over 25 or part thereof
<b>CERTIFICATE OF APPROPRIATENESS (COA)</b>	
Residential	
New Construction on Vacant Land	\$500
All Others:	
1-4 Dwelling Units	\$100
5 Dwelling Units or over	\$20 per dwelling unit to a maximum of \$1,000
Non-Residential	
Exterior Sign application only	\$100
With Principal Building	\$100 per 1,000 square feet of GFA or part thereof
Without Principal Building	\$100 per 1,000 square feet lot area or part thereof
Outdoor Café ONLY	\$100
Extension of COA Approval	\$200